



## MONTANA STATE HOSPITAL POLICY AND PROCEDURE

### ON-CALL POSITIONS

**Effective Date:** August 28, 2006

**Policy #:** HR-11

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- I. PURPOSE:** To provide the correct amount of staff on each shift, each day, to provide care to patients and maintain services at the hospital.
- II. POLICY:** It is the policy of Montana State Hospital to provide direct patient care and ancillary services to patients in the most therapeutic, safe environment possible. Providing these services necessitates reactive staff who are able and willing to respond to day to day staffing changes due to increases and/or decreases in census, one-to-one assignments, vacations, holidays, and sick leave usage as well as other occurrences which alter the normal staffing pattern.
- III. DEFINITIONS:** None
- IV. RESPONSIBILITIES:**
  - A. Hospital management will establish and maintain an on-call pool of employees.
- V. PROCEDURE:**
  - A. All on-call employees must successfully complete the hospital orientation program prior to assignment.
  - B. On-call employees will be classified as temporary intermittent or short-term employees in accordance with the state pay plan rules found in the Montana Operations Manual (M.O.M.) policy 3-0505.
  - C. On-call employees will be administered benefits in accordance with the applicable union contract and M.O.M. policy 3-0505.
  - D. On-call positions will be covered under the appropriate bargaining agreement. Accordingly, dues will be set and collected by the union.
  - E. Management will designate the positions for which an on-call employee is qualified to perform. A list of on-call employees will be maintained.
  - F. On-call employees will be contacted to staff positions as is warranted by the needs of the hospital.
- VI. REFERENCES:** M.O.M. Policy 3-0505 – Pay Plan Rules
- VII. COLLABORATED WITH:** Director of Nursing Services, Department Directors, Hospital Administrator

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**XII. ATTACHMENTS:** None

Todd Thun \_\_\_\_\_ / /  
Director of Human Resources Date